



DEPARTMENT OF THE NAVY

NAVY AIR LOGISTICS OFFICE
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NEW ORLEANS LA 70143-7500

NAVAIRLOGOFFINST 1050.1

N00

18 Sep 14

NAVAIRLOGOFF INSTRUCTION 1050.1

Subj: LEAVE, LIBERTY AND OUT OF BOUNDS PROCEDURES

Ref: (a) MILPERSMAN 1050-010
(b) MILPERSMAN 1050-280
(c) MILPERSMAN 1050-290
(d) DoDI 1327.06

1. Purpose. To establish procedures for submission and determination of approval for leave/liberty, establish leave check-in/check-out procedures, and identify liberty boundaries for Navy Air Logistics Office (NALO).

2. Policy. Leave and liberty will be granted to all personnel within the guidelines of references (a) through (d), and consistent with departmental workloads and training requirements.

3. Annual Leave

a. Annual leave will be granted at the discretion of the department head for E8 and below, and by the Commanding Officer or Executive Officer for E9 and above. Normally, the decision to honor requests for leave will be based on a minimum 50 percent manpower coverage for each work center.

b. Except in special cases, personnel will normally be discouraged from attaining a negative leave balance. The department head is therefore responsible for ensuring personnel do not incur a negative leave balance that cannot be rectified prior to transfer from this command.

4. Travel Risk Planning System (TRiPS)

a. TRiPS is an online, survey style, risk assessment tool that helps Sailors recognize and manage risks they face while driving long distances. The intent of TRiPS is to involve leaders in personnel travel plans and provide an effective tool to protect our Sailors.

b. The requirement to utilize TRiPS will be at the discretion of the leave approver.

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5. Leave Procedures

a. Leave requests will normally be submitted on a via Navy Standard Integrated Personnel System (NSIPS) and routed to the Department Head for verification and approval. After normal working hours, the Command Duty Officer (CDO) may authorize emergency leave. Also, the CDO shall ensure the appropriate Department Head and the Commanding Officer are advised of the emergency leave. Admin will fill emergency leave request to NSIPS as required.

b. All personnel are authorized to commence and terminate a leave period within the geographic limits of liberty in paragraph seven below. Personnel will print approved Leave Request/Authorization (NAVCOMPT FORM 3065) and retain them prior to commencing leave and while in a leave status.

6. Liberty periods are defined as follows:

a. Regular/Weekend Liberty. A period of authorized absence that lasts from the end of the normal work week to the beginning of the following work week.

b. Special Liberty. Liberty (normally not to exceed three or four days) that exceeds the criteria for regular liberty; part of which occurs during the normal work week for circumstances out of the ordinary.

c. Requests for special liberty must be submitted on Special Request/Authorization (NAVPERS 1336/3) via the chain of command per reference (b).

d. Refer to reference (c) for restrictions on liberty.

7. Liberty Geographic Limitation. The geographic limitations for liberty are as follows:

a. Travel via Personally Owned Vehicle(POV): 450 miles to include the greater Dallas/Fort Worth, TX area to the west, and Atlanta GA to the east. POV travel greater than 250 miles requires a special request chit. POV travel outside of this radius requires approved leave.

b. Travel via commercial carrier: Lower 48 states. A signed special request chit is required for commercial travel.

c. Liberty will not commence earlier than the end of a "full" workday. If personnel are utilizing commercial

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transportation, they must take into consideration the time it takes to get to the bus station, airport or train station.

d. Personnel must notify the command duty officer and/or chain of command before expiration of liberty when travel plans preclude them from returning on time. Failure to report to their appointed place of duty at the expiration of leave/liberty is a serious offense. Service member must take every attempt to document their reasons that delayed their return to prevent additional leave changes or other administrative action.



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